

## School Inquiry

School inquiry provides the ability to view an individual school's details, calendars, staff list, classes, or student list.

To query for a School:

1. From the **Menu Navigation Bar**, click **School**.
2. From the **School Search** screen, enter in the desired School criteria.

The screenshot shows the 'Education Information System' header with a 'Logoff' link and a navigation bar with buttons for District, School, Staff, Student, Class, and Course. The 'School Search' section contains the following fields:

- School Year\*: 2001
- District No.: 1
- District Name: (empty)
- School No.: (empty)
- School Name: (empty)
- Sort By: District No, School No (dropdown)
- Ascending (dropdown)
- Go button

3. Click **Go**.

The screenshot shows the 'Education Information System' header with a 'Logoff' link and a navigation bar with buttons for District, School, Staff, Student, Class, and Course. The 'School List' section displays the following information:

District: 1, Small County

Page: 1 of 1

Sort By: District No, School No (dropdown) Order By: Ascending (dropdown) Sort button

Status	District No School No	Name	Additional School Information
A	1 1	Small School 1	Select Go
A	1 2	Small School 2	Select Go
A	1 5	Athens Junior High School	Select Go
A	1 10	City Park Elementary	Select Go
A	1 20	Ingleside Elementary	Select Go
A	1 25	North City Elementary	Select Go
A	1 30	Westside Elementary	Select Go
I	1 998	Athens City Cons1	Select Go

- From the **School List** screen, click on the **Additional School Information** drop down list box.

**Education Information System**

**School List**

District: 1, Small County

Page: 1 of 1

Sort By: District No, School No Order By: Ascending Sort

Status	District No School No	Name	Additional School Information
A	1 1	Small School 1	Select Go
A	1 2	Small School 2	Select Go
A	1 5	Athens Junior High School	Select Go
A	1 10	City Park Elementary	School Details Go
A	1 20	Ingleside Elementary	Calendars Go
A	1 25	North City Elementary	Staff List Go
A	1 30	Westside Elementary	Classes Go
A	1 30	Westside Elementary	Student List Go
I	1 998	Athens City Cons1	Select Go

- Select the desired option.
- Click **Go**.

## School Detailed Info Inquiry

To query for School information:

1. From the **Menu Navigation Bar**, click **School**.
2. From the **School** screen, query for a School.
3. From the **School List** screen, click on the **Additional School Information** drop down list box.

**Education Information System**

**Logoff**

**School List**

District: 1, Small County


Page: 1 of 1

Sort By: District No, School No Order By: Ascending Sort

Status	District No School No	Name	Additional School Information
A	1 1	Small School 1	Select Go
A	1 2	Small School 2	Select Go
A	1 5	Athens Junior High School	Select Go
A	1 10	City Park Elementary	Select Go
A	1 20	Ingleside Elementary	Select Go
A	1 25	North City Elementary	Select Go

Additional School Information Drop Down

4. Select **School Details**.
5. Click **Go**.



[SDE Home](#)
[SDE Login](#)
[Help](#)

[Regional Office: Middle Tennessee Regional Office](#)  
[District: Davidson County](#)  
[School: Meigs Magnet Middle School](#)

[View Printable Version](#)

[List School Program Areas](#)
[List School Programs](#)
[List School Positions](#)

### Meigs Magnet Middle School

<b>Principal:</b> Fran Stewart <b>School Number:</b> 0330 <b>District:</b> Davidson County <b>Regional Office:</b> Middle Tennessee Regional Office <b>County:</b> Davidson <b>Congressional District:</b> 5 <b>Web Address:</b> <b>E-Mail Address:</b>	<b>Status:</b> Active <b>School Type:</b> Public <b>Instructional Type:</b> Middle <b>Area Of Concentration:</b> Traditional <b>Legislative District:</b> 1
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Physical Address:</b> 123 Douglas Avenue Nashville, TN 37207	<b>Mailing Address:</b>
<b>Office Numbers:</b> (615) 291-6390	<b>Fax Numbers:</b>

<b>Grades:</b> 5 6 7 8	<b>Start Date:</b> 8/16/01 8/16/01 3/1/00 3/1/00	<b>Accreditations:</b> SACS	<b>Start Date:</b> 12/1/89
------------------------------------	--------------------------------------------------------------	--------------------------------	-------------------------------

<b>Programs:</b>	<b>Start Date:</b>
------------------	--------------------

[History](#)

Send comments and data questions to [Anna Kniazewycz](mailto:Anna.Kniazewycz@mail.state.tn.us) akniazewycz@mail.state.tn.us (615)532-9691  
 Please report any webpage problems to [EDWebmaster](mailto:EDWebmaster@mail.state.tn.us) edwebmaster@mail.state.tn.us





The School Details information is linked to the SDE Directory web site.

## School Calendar Inquiry

To query School Calendar:

1. From the Menu Navigation Bar, click School.
2. From the **School** screen, query for a District.
3. From the **School List** screen, click on the **Additional District Information** drop down list box.

**Education Information System**

Logoff

District School Staff Student Class Course

**School List**

District: 1, Small County

Page: 1 of 1

Sort By: District No, School No Order By: Ascending Sort

Status	District No	School No	Name	Additional School Information
A	1	1	Small School 1	Select Go
A	1	2	Small School 2	Select Go
A	1	5	Athens Junior High School	Select Go
A	1	10	City Park Elementary	Select School Details Calendars Staff List Classes Student List Go
A	1	20	Ingleside Elementary	Go
A	1	25	North City Elementary	Go

Additional School Information Drop Down

4. Select **Calendars**.
5. Click **Go**.

**Education Information System**

Logoff

District School Staff Student Class Course

**School Calendar (Instructional Program) List**

School Year: 2001

District: 1 Small County

School: 5 Athens Junior High School

Details Link

District Calendar No	District Stockpile			School Inst Program No	Inst Calendar	School Stockpile		Student Day (Min)	Teacher Day (Min)	Details
	Y/N	Inclement Weather	Prof Dev			Y/N	Prof Dev			
1	Y	0	13	1	T	N	0	420	450	Details

6. From the **School Calendar List** screen, select **Details**.
7. Click **Go**.

School Search

**School Calendar (Instructional Program) Details**

School Year: 2001  
District: 1, Small County  
School: 5, Athens Junior High School

School Calendar List

School Calendar  
Detail

District Calendar No	District Stockpile			School Inst Program No	Inst Calendar	School Stockpile		Student Day (Min)	Teacher Day (Min)
	Y/N	Inclement Weather	Prof Dev			Y/N	Prof Dev		
1	Y	0	13	1	T	N	0	420	450

Report Periods			
Period No	Begin Date	End Date	No. Days
1	8/20/01	9/17/01	20
2	9/18/01	10/18/01	20
3	10/19/01	11/15/01	20
4	11/16/01	12/18/01	20
5	12/19/01	1/29/02	20
6	1/30/02	2/28/02	20
7	3/1/02	4/4/02	20
8	4/5/02	5/2/02	20
9	5/3/02	5/31/02	20
Total Days - 180			

Calendar Days			
Event Type	Event Date	Duration	School Day Type
CS - Calendar Start Date	8/8/01	1	N
IS - In-Service Day	8/8/01	1	N
IS - In-Service Day	8/9/01	1	N
IS - In-Service Day	8/10/01	1	N
OA - Discretionary Administrative	8/13/01	1	N
OA - Discretionary Administrative	8/14/01	1	N
IS - In-Service Day	8/15/01	1	N
IS - In-Service Day	8/16/01	1	N
OA - Discretionary Administrative	8/17/01	1	N
AS - Attendance Start Date	8/20/01	1	I
OH - Other Holiday	9/3/01	1	N
SP - Stockpile Professional Development	9/19/01	0.5	I
PT - Parent-Teacher Conference	10/4/01	1	N
OH - Other Holiday	10/5/01	1	N
OH - Other Holiday	10/8/01	1	N
SP - Stockpile Professional Development	10/31/01	0.5	I
OH - Other Holiday	11/21/01	1	N
OH - Other Holiday	11/22/01	1	N
OH - Other Holiday	11/23/01	1	N
AD - Abbreviated Day	12/20/01	1	I
CH - Christmas Holiday	12/21/01	1	N
CH - Christmas Holiday	12/24/01	1	N
CH - Christmas Holiday	12/25/01	1	N
CH - Christmas Holiday	12/26/01	1	N
CH - Christmas Holiday	12/27/01	1	N
CH - Christmas Holiday	12/28/01	1	N
CH - Christmas Holiday	12/31/01	1	N
CH - Christmas Holiday	1/1/02	1	N
CH - Christmas Holiday	1/2/02	1	N
OH - Other Holiday	1/21/02	1	N
SP - Stockpile Professional Development	1/30/02	0.5	I
OH - Other Holiday	2/15/02	1	N
OH - Other Holiday	2/18/02	1	N
SP - Stockpile Professional Development	3/6/02	0.5	I
SH - Spring Break Holiday	3/25/02	1	N
SH - Spring Break Holiday	3/26/02	1	N
SH - Spring Break Holiday	3/27/02	1	N
SH - Spring Break Holiday	3/28/02	1	N
SH - Spring Break Holiday	3/29/02	1	N
SP - Stockpile Professional Development	4/24/02	0.5	I
SP - Stockpile Professional Development	5/15/02	0.5	I
OH - Other Holiday	5/27/02	1	N
AD - Abbreviated Day	5/31/02	1	I
AE - Attendance End Date	5/31/02	1	I
CE - Calendar End Date	6/3/02	1	N
OA - Discretionary Administrative	6/3/02	1	N



## School Practical Exercises

### Exercise 1:

Search for North City Elementary, District 2, School No 25.

### Exercise 2:

Search for Athens Junior High School, District 2, School No 5. Display the Staff List for the school.

### Exercise 3:

Search for Athens Junior High School, District 2, School No 5. Display the School Calendar Details.

### Exercise 4:

Search for Athens Junior High School, District 2, School No 5. Display the Classes.

### Exercise 5:

Search for Athens Junior High School, District 2, School No 5. Display the Student List.

*Answers to the Practical Exercises can be found in the Appendix.*

## Staff Inquiry

Staff inquiry provides the ability to view available information on staff members. It will also provide an individual Staff member's Staff Assignments or Licensure details.

To query for a Staff member:

1. From the **Menu Navigation Bar**, click **Staff**.
2. From the **Staff Search** screen, enter in the desired Staff criteria.

**Education Information System** ?

District School **Staff** Student Class Course

[Logoff](#)

**Staff Search**

[Staff Search](#)  
[Licensure Search](#)

School Year*	2001
District No.	
School No.	
Status	Active
SSN	
License No.	
Previous License No.	
First Name	
Middle Name	
Last Name	
Previous Last Name	
Ethnic Origin:	Any Ethnicity
Gender:	Any
Date Of Birth	
Sort By:	Last Name, First Name
And By:	Select
And By:	Select

Ascending Ascending Ascending

Go



3. Click **Go**.

**Education Information System**

Logoff

**Staff List**

Page: 1 of 3

Sort By: Last, First Name Order By: Ascending

Sort By: Select Order By: Ascending

Sort By: Select Order By: Ascending

Last, First, Middle Name Previous Name	SSN	License No	Previous License No	District School	Additional Staff Information
ADIB, CASEY B. n/a	416507888	n/a	n/a	1 20	Select Go
BARER, GWYNNE n/a	437117827	n/a	n/a	1 20	Select Go
BEMER, LACY A n/a	411631161	n/a	n/a	1 20	Select Go
BERE, LARRY A n/a	412388679	n/a	n/a	1 10	Select Go
BERGBEY, CYNTHIA n/a	410489251	n/a	n/a	1 5	Select Go
CERMER, JULIE n/a	243410919	n/a	n/a	1 20	Select Go
CERMER, SHAWN n/a	416727160	n/a	n/a	1 30	Select Go
CEUBFAEBD, MARJORIE n/a	386822091	n/a	n/a	1 20	Select Go
CHEEK, LINDA L n/a	416915001	n/a	n/a	1 20	Select Go
CHIHERRAR, JOHN n/a	137602527	n/a	n/a	1 30	Select Go
CIIBEY, GALE n/a	295664235	n/a	n/a	1 30	Select Go

To query for Staff Assignments:

1. From the **Menu Navigation Bar**, click **Staff**.
2. From the **Staff** screen, query for Staff.
3. From the **Staff List** screen, click on the **Additional Staff Information** drop down list box.

**Education Information System**

Logoff

**Staff List**

Page: 1 of 3

Sort By: Last, First Name Order By: Ascending

Sort By: Select Order By: Ascending


Sort By: Select Order By: Ascending

Last, First, Middle Name Previous Name	SSN	License No	Previous License No	District School	Additional Staff Information
ADIB, CASEY B. n/a	416507888	n/a	n/a	1 20	Select Go
BARER, GWYNNE n/a	437117827	n/a	n/a	1 20	Select Go
BEMER, LACY A n/a	411631161	n/a	n/a	1 20	Select Go

Additional Staff Information Drop Down

4. Select **Staff Assignments**.

5. Click **Go**.


?

District
School
Staff
Student
Class
Course

[Logoff](#)

[Staff Search](#)  
[Licensure Search](#)  


---

Current Staff Options:  
**Staff Assignments**  
[Licensure Details](#)

### Staff Assignments

School Year

Last, First, Middle Name	Ethnicity Gender	SSN	TLN	District School	Status
	W F			2 25	F

\*Click the Local Class No or Course No to view details

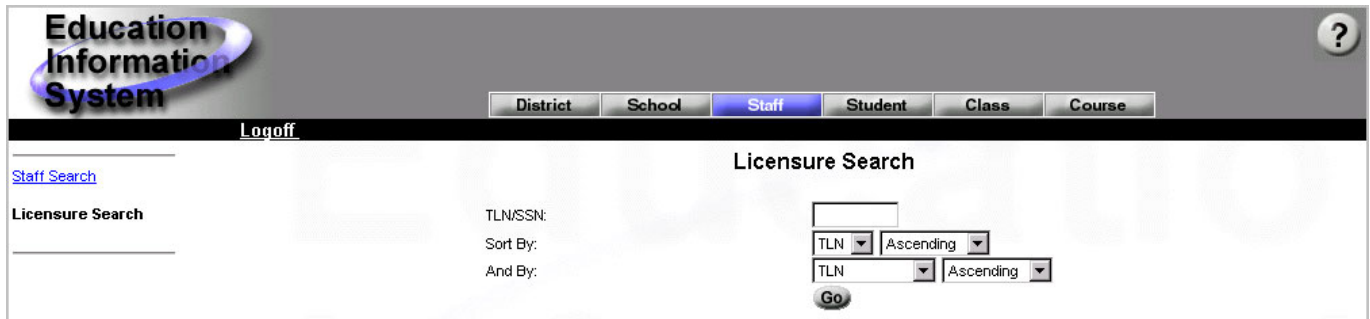
District School	Assignment Dates	Class Dates	Course	Class	Period Duration					
					Mon	Tue	Wed	Thu	Fri	Sat
2 25	8/20/01 - 5/31/02	8/20/01 - 5/31/02	<a href="#">*9685</a>	<a href="#">*HR401</a>	1 - 10	1 - 10	1 - 10	1 - 10	1 - 10	0 - 0
2 25	8/20/01 - 5/31/02	8/20/01 - 5/31/02	<a href="#">*400</a>	<a href="#">*SC401</a>	1 - 410	1 - 410	1 - 410	1 - 410	1 - 410	0 - 0

## Licensure Inquiry

Licensure inquiry provides the ability to view Licensure details. The Licensure information will be reloaded each business day to insure accurate and current information.

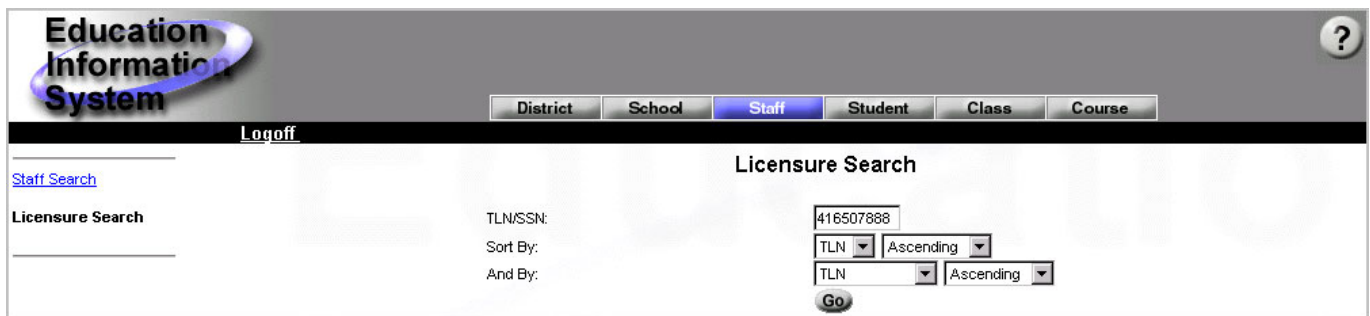
To query Staff Licensure information:

1. From the **Menu Navigation Bar**, click **Staff**.
2. From the **Staff Search** screen, click on **Licensure Search**.



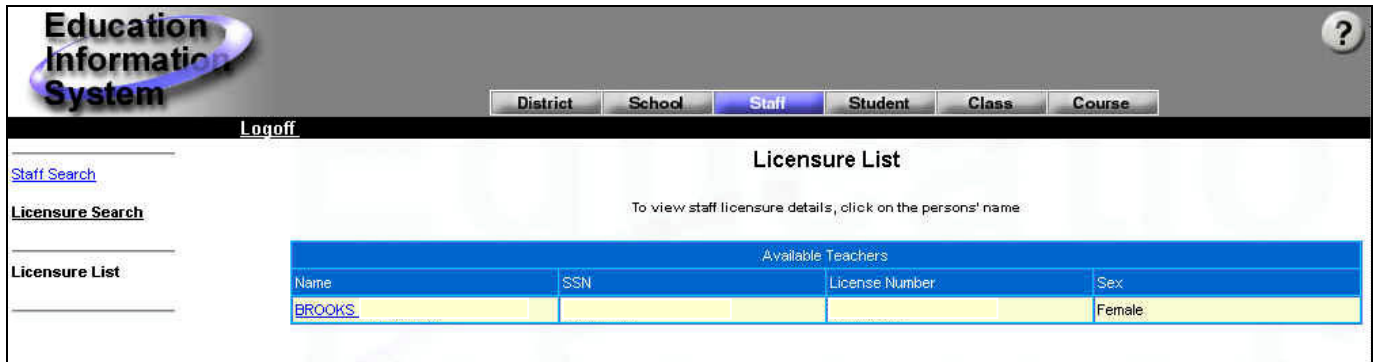
The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with tabs for 'District', 'School', 'Staff', 'Student', 'Class', and 'Course'. The 'Staff' tab is currently selected. Below the navigation bar, there is a 'Logoff' link. On the left side, there is a 'Staff Search' link and a 'Licensure Search' link. The 'Licensure Search' link is highlighted. The main content area is titled 'Licensure Search'. It contains a form with the following fields: 'TLN/SSN:' (a text input field), 'Sort By:' (a dropdown menu with 'TLN' selected), and 'And By:' (a dropdown menu with 'Ascending' selected). There is also a 'Go' button at the bottom of the form.

3. From the **Licensure Search** screen, enter in the desired Licensure criteria.



This screenshot is identical to the previous one, but the 'TLN/SSN:' field is now populated with the value '416507888'. The 'Sort By:' and 'And By:' dropdowns remain the same, and the 'Go' button is still present.

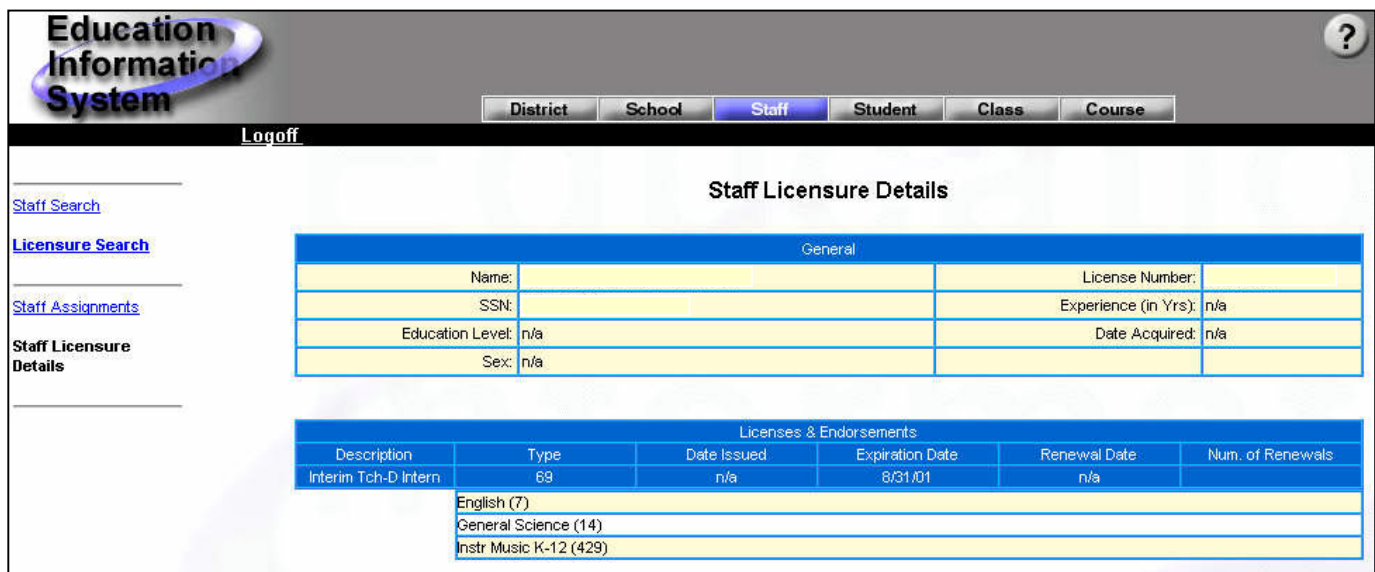
4. Click **Go**.



The screenshot shows the 'Education Information System' interface. At the top, there's a navigation bar with tabs for District, School, Staff (selected), Student, Class, and Course. Below the navigation bar is a 'Logoff' button. On the left sidebar, there are links for 'Staff Search', 'Licensure Search', and 'Licensure List' (which is highlighted). The main content area is titled 'Licensure List' and includes a sub-header 'Available Teachers'. Below this, there's a table with columns: Name, SSN, License Number, and Sex. The first row shows 'BROOKS' under the Name column and 'Female' under the Sex column. A note above the table states: 'To view staff licensure details, click on the persons' name'.

Name	SSN	License Number	Sex
BROOKS			Female

5. From the **Licensure List** screen, click on any name to view **Staff Licensure** details.



The screenshot shows the 'Education Information System' interface with the 'Staff Licensure Details' screen. The navigation bar is the same as in the previous screenshot. The left sidebar now shows 'Staff Search', 'Licensure Search', 'Staff Assignments', and 'Staff Licensure Details' (highlighted). The main content area is titled 'Staff Licensure Details' and contains two tables. The first table, 'General', has columns for Name, SSN, License Number, Experience (in Yrs), Education Level, Date Acquired, and Sex. The second table, 'Licenses & Endorsements', has columns for Description, Type, Date Issued, Expiration Date, Renewal Date, and Num. of Renewals. Below the 'Licenses & Endorsements' table, there are three rows of data: 'English (7)', 'General Science (14)', and 'Instr Music K-12 (429)'.

General						
Name:	SSN:	License Number:	Experience (in Yrs):	Education Level:	Date Acquired:	Sex:
			n/a	n/a	n/a	n/a

Licenses & Endorsements					
Description	Type	Date Issued	Expiration Date	Renewal Date	Num. of Renewals
Interim Tch-D Intern	69	n/a	8/31/01	n/a	
English (7)					
General Science (14)					
Instr Music K-12 (429)					



## Staff Practical Exercises

### Exercise 1:

Search for Bonita Kriss. Display Staff Assignments.

### Exercise 2:

Display the details for one of Bonita Kriss' courses.

### Exercise 3:

Display the Class List for Bonita Kriss' classes.

### Exercise 4:

Using the wildcard search function, search for all staff with the last name beginning with "T".

### Exercise 5:

Display the Staff List for School 5 in District 2.

*Answers to the Practical Exercises can be found in the Appendix.*

## Student Inquiry

Student inquiry provides the ability to view all information relevant to an individual Student. Student information available includes student details, special education information, daily attendance, class schedule, disciplinary actions, etc.

To query Student information:

1. From the **Menu Navigation Bar**, click **Student**.
2. From the **Student Search** screen, enter in the desired Student criteria.

The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with tabs for 'District', 'School', 'Staff', 'Student' (which is highlighted), 'Class', and 'Course'. Below the navigation bar is a 'Logoff' link. The main content area is titled 'Student Search'. On the left side of the main area, there are links for 'Student Problem' and 'Enrollment Search'. The central part of the screen contains a form with various search criteria: 'School Year\*' (text box with '2001'), 'District No.' (text box with '1'), 'District Name' (text box), 'School No.' (text box), 'School Name:' (text box), 'First Name:' (text box), 'Middle Name:' (text box), 'Last Name:' (text box), 'Previous Last Name:' (text box), 'Ethnic Origin:' (dropdown menu with 'Any Ethnicity'), 'Gender:' (dropdown menu with 'Any'), 'Date of Birth:' (text box), 'SSN:' (text box), 'PIN:' (text box), 'Grade:' (dropdown menu with 'Any'), 'Sort By:' (dropdown menu with 'Last Name, First Name'), 'And By:' (dropdown menu with 'Select'), and 'And By:' (dropdown menu with 'Select'). To the right of the 'Sort By' dropdown, there are two columns of 'Ascending' dropdown menus. At the bottom of the form is a 'Go' button.

3. Click **Go**.

**Education Information System**

Logoff

**Student List**

Page: 2 of 44

Sort By: Last, First Name | Order By: Ascending

Last, First Middle Name Previous Last Name	SSN PIN	DOB	Ethnicity Gender	Gr	District School	Enrollment Withdrawal	Additional Student Information
BARGERFEBT, DUSTIN BROWN n/a	411845468 n/a	6/14/87	W M	n/a	1 5	8/20/01 - E n/a	Select Go
BARTIR, HAIDEN ANDREW n/a	416968052 n/a	7/7/93	W M	n/a	1 10	8/20/01 - E 11/12/01 - 6	Select Go
BASA, CHRISTOPHER TAYLOR n/a	616743421 n/a	2/15/89	W M	n/a	1 5	8/20/01 - E n/a	Select Go
BATTBE, JACOB WILLIAM n/a	414032205 n/a	1/4/96	W M	n/a	1 20	8/20/01 - E 1/17/02 - 3	Select Go
BATTBE, TAMARAH n/a	412991609 n/a	11/30/93	W F	n/a	1 20	8/20/01 - E n/a	Select Go

To view Student information:

1. From the **Menu Navigation Bar**, click **Student**.
2. From the **Student Search** screen, query for a Student.
3. From the **Student List** screen, select any criteria from under **Additional Student Information**.

**Education Information System**

Logoff

**Student List**

Page: 1 of 1

Sort By: Last, First Name | Order By: Ascending

Last, First Middle Name Previous Last Name	SSN PIN	DOB	Ethnicity Gender	Gr	District School	Enrollment Withdrawal	Additional Student Information
BARGERFEBT, DUSTIN BROWN n/a	411845468 n/a	6/14/87	W M	n/a	1 5	8/20/01 - E n/a	Select Student Details Special Education Info Daily Attendance Class Schedule Disciplinary Actions Enrollment Info Enrollment History Previous ID Info

4. Click **Go**.




Any criteria available from the Additional Student Information drop down list box may be viewed from this screen.



An example of the output received from each selection is listed on the subsequent pages.



## Student Details Example


?

[District](#)
[School](#)
[Staff](#)
[Student](#)
[Class](#)
[Course](#)

[Logoff](#)

### Student Search

[Student Problem](#)  
[Enrollment Search](#)

Current Student Options:


**Student Details**

[Special Ed. Info.](#)  
[Daily Attendance](#)  
[Class Schedule](#)  
[Disciplinary Actions](#)  
[Enrollment Info](#)  
[Enrollment History](#)  
[Previous Identification Info.](#)

### Student Details

School Year 2000			
Name:		Previous Last Name:	N/A
SSN:		PIN:	N/A
DOB:	1/20/90		
Gender:	F	Ethnic Origin:	American Indian or Alaskan Native
Grade:	N/A	Type Of Service	P
District:	190 DAVIDSON COUNTY	School:	485 MEIGS MAGNET
Enrollment Date:	8/16/00	Enrollment Code:	E
Withdraw Date:	N/A	Withdraw Code:	N/A
Primary District:	190 DAVIDSON COUNTY	Primary School:	485 MEIGS MAGNET

## Student Special Education Example


?

[District](#)
[School](#)
[Staff](#)
[Student](#)
[Class](#)
[Course](#)

[Logoff](#)

### Student Search

[Student Problem](#)  
[Enrollment Search](#)

Current Student Options:

**Student Details**

[Special Ed. Info.](#)  
[Daily Attendance](#)  
[Class Schedule](#)  
[Disciplinary Actions](#)  
[Enrollment Info](#)  
[Enrollment History](#)  
[Previous Identification Info.](#)

### Student Special Education Information


School Year	Name	SSN PIN	DOB	Ethnicity Gender	Grade	District School
2000		n/a	1/20/90	I F	n/a	190 485

Enrollment Period	Begin Date	End Date No	Special Ed Level	Option Number
8/16/00 - n/a	8/21/00	n/a	P	3
8/16/00 - n/a	8/16/00	n/a	S	2



## Student Daily Attendance


?

[District](#)
[School](#)
[Staff](#)
[Student](#)
[Class](#)
[Course](#)

[Logoff](#)

[Student Search](#)

[Student Problem](#)
[Enrollment Search](#)

Current Student Options:

[Student Details](#)

[Special Ed. Info.](#)

**Student Daily Attendance**

School Year	Name	SSN PIN	DOB	Ethnicity Gender	Grade	District School
2000		n/a	1/20/90	I F	n/a	190 485

Enrollment	Withdraw	TOS	Pri Dst/School
8/16/00 - E	n/a - n/a	P	190/485


Report 1 8/16/00 - 9/19/00			
8/22/00 (Tuesday)	T	8/28/00 (Monday)	T
8/24/00 (Thursday)	T	8/29/00 (Tuesday)	T

Report 2 9/20/00 - 10/19/00			
9/25/00 (Monday)	A	10/5/00 (Thursday)	A
9/26/00 (Tuesday)	A	10/9/00 (Monday)	A
9/27/00 (Wednesday)	A	10/10/00 (Tuesday)	A
9/28/00 (Thursday)	A	10/11/00 (Wednesday)	A
10/2/00 (Monday)	A	10/12/00 (Thursday)	A
10/3/00 (Tuesday)	A	10/16/00 (Monday)	A
10/4/00 (Wednesday)	A		

Report 3 10/20/00 - 11/16/00			

Report 4 11/17/00 - 12/19/00			

## Student Class Schedule Example


?

[District](#)
[School](#)
[Staff](#)
[Student](#)
[Class](#)
[Course](#)

[Logoff](#)

[Student Search](#)

[Student Problem](#)
[Enrollment Search](#)

Current Student Options:

[Student Details](#)

[Special Ed. Info.](#)

**Student Class Schedule**

\*Click the Local Class No or Course No to view details

School Year	Name	SSN PIN	DOB	Ethnicity Gender	Grade	District School
2000		n/a	1/20/90	I F	n/a	190 485

Enrollment Period	Class Dates	Course No	Local Class No	Period Duration							Outside IEP_VE	Class Type
				Mon	Tue	Wed	Thu	Fri	Sat			
8/16/00 - n/a	8/21/00 - 1/1/9999	<a href="#">*507</a>	<a href="#">*050701</a>	4 - 60	4 - 60	4 - 60	4 - 60	4 - 60	0 - 0	n/a	T	
8/16/00 - n/a	8/21/00 - 1/1/9999	<a href="#">*519</a>	<a href="#">*051901</a>	3 - 60	3 - 60	3 - 60	3 - 60	3 - 60	0 - 0	n/a	T	
8/16/00 - n/a	8/21/00 - 1/1/9999	<a href="#">*525</a>	<a href="#">*052501</a>	6 - 60	6 - 60	6 - 60	6 - 60	6 - 60	0 - 0	n/a	T	
8/16/00 - n/a	8/21/00 - 1/1/9999	<a href="#">*540</a>	<a href="#">*054001</a>	5 - 60	5 - 60	5 - 60	5 - 60	5 - 60	0 - 0	n/a	T	

[Class Schedule](#)


[Disciplinary Actions](#)

[Enrollment Info](#)

[Enrollment History](#)

[Previous Identification Info.](#)

## Student Disciplinary Actions Example


?

[District](#)
[School](#)
[Staff](#)
[Student](#)
[Class](#)
[Course](#)

[Logoff](#)

### Student Search

[Student Problem](#)  
[Enrollment Search](#)

Current Student Options:

[Student Details](#)  
[Special Ed. Info.](#)  
[Daily Attendance](#)  
[Class Schedule](#)

### Disciplinary Actions


[Enrollment Info](#)  
[Enrollment History](#)  
[Previous Identification Info.](#)

### Student Disciplinary Actions

School Year	Name	SSN PIN	DOB	Ethnicity Gender	Grade	District School
2000		n/a	1/20/90	I F		190 485

Enrollment Period	Begin Date	End Date	Offense Date	Disciplinary Type	Disciplinary Reason
8/16/00 - n/a	2/20/01	n/a	2/12/01	E	Possession, Use of Drugs
8/16/00 - n/a	2/13/01	2/23/01	2/12/01	S	Possession, Use of Drugs

## Student Enrollment Info Example


?

[District](#)
[School](#)
[Staff](#)
[Student](#)
[Class](#)
[Course](#)

[Logoff](#)

### Student Search

[Student Problem](#)  
[Enrollment Search](#)

Current Student Options:

[Student Details](#)  
[Special Ed. Info.](#)  
[Daily Attendance](#)  
[Class Schedule](#)  
[Disciplinary Actions](#)

### Enrollment Info

[Enrollment History](#)  
[Previous Identification Info.](#)

### Student Enrollment Info

School Year	Name	SSN PIN	DOB	Ethnicity Gender	Grade	District School
2000		n/a	1/20/90	I F	n/a	190 485

Enrollment	Withdraw	TOS	Pri.Dst/School
8/16/00 - E	n/a - n/a	P	190/485


Instructional Grade	Student Classification
	8/23/00 - 1/1/9999 - R

Bus Usage: Date - AM PM / Miles / Bus	Funding Ineligibility

Student Standard Day
8/21/00 - 360

Completion Document

## Student Enrollment History Example


?

District School Staff **Student** Class Course

Logoff

**Student Search**  
[Student Problem](#)  
[Enrollment Search](#)

**Student Enrollment History**


School Year	Name	SSN PIN	DOB	Ethnicity Gender	Grade	District School
2000		n/a	1/20/90	I F	05	190 485

Current Student Options:  
[Student Details](#)  
[Special Ed. Info.](#)  
[Daily Attendance](#)  
[Class Schedule](#)  
[Disciplinary Actions](#)  
[Enrollment Info](#)

**Enrollment History**  
[Previous Identification Info.](#)

Year	District	School	Enrollment	Withdraw	TOS	Pri Dst/Sch
2000	190 - DAVIDSON COUNTY	485 - MEIGS MAGNET	8/16/00 - E	n/a - n/a	P	190/485

## Student Previous Identification Info Example


?

District School Staff **Student** Class Course

Logoff

**Student Search**  
[Student Problem](#)  
[Enrollment Search](#)

**Student Previous Identification**

School Year	Name	SSN PIN	DOB	Ethnicity Gender	Grade	District School
2000		n/a	1/20/90	I F	05	190 485

Current Student Options:  
[Student Details](#)  
[Special Ed. Info.](#)  
[Daily Attendance](#)  
[Class Schedule](#)  
[Disciplinary Actions](#)  
[Enrollment Info](#)  
[Enrollment History](#)

**Previous Identification Info.**

Previous Last Name	Previous First Name	Previous Middle Name	Previous SSN PIN
n/a	n/a	n/a	n/a n/a

## Student Problem Enrollment

The Student Problem Enrollment search identifies all students that have a problem with their enrollment.

To view Student Problem Enrollment:


1. From the **Menu Navigation Bar**, click **Student**.
2. From the **Student Search** screen, click on **Student Problem Enrollment Search**.

The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with buttons for 'District', 'School', 'Staff', 'Student' (highlighted), 'Class', and 'Course'. Below this is a 'Logoff' link. The main content area is titled 'Student Problem Enrollment Search'. On the left, there is a sidebar with a 'Student Search' link and a 'Student Problem Enrollment Search' section. The search form includes the following fields and options:

- School Year\*: 2001
- District No.: 1
- District Name:
- School No.:
- School Name:
- First Name:
- Middle Name:
- Last Name:
- Ethnic Origin: Any Ethnicity (dropdown)
- Gender: Any (dropdown)
- Date of Birth:
- SSN:
- PIN:
- Grade: Any (dropdown)
- Sort By: Last, First Name (dropdown) | Ascending (dropdown)
- And By: Select (dropdown) | Ascending (dropdown)

A 'Go' button is located at the bottom of the search form.

3. From the **Student Problem Enrollment Search** screen, enter in the desired Student criteria.
4. Click **Go**.



?

District School Staff Student Class Course

[Logoff](#)

[Student Search](#)  
[Student Problem Enrollment Search](#)  
[Problem Enrollment List](#)

### Student Problem Enrollment List

Page: 1 of 1

Sort By: Last, First Name  
Order By: Ascending

And By: Select  
Order By: Ascending

Sort

Last, First, Middle Name			SSN	
EDWARDS, KATHERINE, LEIGH			414967222	

District No School No	PIN	TOS	Enrollment Date Reason	Withdrawal Date Reason	Pri Dst Sch	Additional Student Info
1 20	n/a	P	8/20/01 E	n/a n/a	1 20	<div style="display: flex; align-items: center;"> <div style="flex-grow: 1;">Select</div> <div style="margin-left: 5px;">Go</div> </div>

STUDENT CANNOT HAVE MULTIPLE ACTIVE PRIMARY SPECIAL EDUCATION OPTIONS

District -1 School Number -20Option Level P, Option Number , Option Begin Date

Last, First, Middle Name			SSN	
MIRGER, AMY, EILEEN			409910519	

District No School No	PIN	TOS	Enrollment Date Reason	Withdrawal Date Reason	Pri Dst Sch	Additional Student Info
1 30	n/a	P	8/20/01 TR	n/a n/a	1 30	<div style="display: flex; align-items: center;"> <div style="flex-grow: 1;">Select</div> <div style="margin-left: 5px;">Go</div> </div>

STUDENT CANNOT HAVE MULTIPLE ACTIVE PRIMARY SPECIAL EDUCATION OPTIONS

District -1 School Number -30Option Level P, Option Number , Option Begin Date

District No School No	PIN	TOS	Enrollment Date Reason	Withdrawal Date Reason	Pri Dst Sch	Additional Student Info
1 25	n/a	P	8/20/01 E	8/20/01 4	1 25	<div style="display: flex; align-items: center;"> <div style="flex-grow: 1;">Select</div> <div style="margin-left: 5px;">Go</div> </div>

STUDENT CANNOT HAVE MULTIPLE ACTIVE PRIMARY SPECIAL EDUCATION OPTIONS

District -1 School Number -25Option Level P, Option Number , Option Begin Date

EIS User Manual

71



## Student Practical Exercises

### Exercise 1:

Display the Student Details for “Joseph Besure”.

### Exercise 2:

Display all students in the 7<sup>th</sup> grade for District 2. Change the list sort to descending order by name.

### Exercise 3:

Display the Student Problem Enrollment for “Miranda Greer”.

### Exercise 4:

Display the Special Education Information for “Miranda Greer”.

### Exercise 5:

Display the Daily Attendance for “David Bedford”.

### Exercise 7:

Display the Enrollment Information for “Michael Bee”.

*Answers to the Practical Exercises can be found in the Appendix.*

## Class Inquiry

Class inquiry provides the ability to view all information relevant to an individual class. Class information available includes teaching methods, class type, current teacher assigned, course detail, student lists, and staff lists.

To query Class information:

1. From the **Menu Navigation Bar**, click **Class**.
2. From the **Class Search** screen, enter in the desired Class criteria.

**Education Information System** ?

[Logoff](#)

**Class Search**

School Year\*

District No

School No

Local Class No

Class Type

Teaching Method

Class Begin Date

Course Code

VEPC

Current Teacher Assigned (Last Name)


Current Teacher Assigned (TLN)

Sort By

And By



3. Click **Go**.



?

District
School
Staff
Student
Class
Course

[Logoff](#)

**Class Search**

---

**Class List**

---

### Class List

School Year: 2000

Page: 1 of 1

Sort By:

District No, School No

Order By:

Ascending

Select

Select

Sort By:

Ascending

Order By:

Ascending

Sort

Dst Sch	Srvc Dst Sch	Local Class No	Class Type Teach Method	Begin Date End Date	Teacher Name TLN	Course Code	Program Area VEPC	Additional Class Information
190 485	190 485	050701	T T	8/21/00 5/29/01		507	Regular n/a	Select Go
190 485	190 485	051901	T T	8/21/00 5/29/01		519	Regular n/a	Select Go
190 485	190 485	052501	T T	8/21/00 1/18/01		525	Regular n/a	Select Go
190 485	190 485	052901	T T	1/19/01 5/29/01		529	Regular n/a	Select Go
190 485	190 485	054001	T T	8/21/00 5/29/01		540	Regular n/a	Select Go
190 485	190 485	060101	T T	8/21/00 5/29/01		601	Regular n/a	Select Go
190 485	190 485	060601	T T	8/21/00 5/29/01		606	Regular n/a	Select Go
190 485	190 485	060701	T T	8/21/00 5/29/01		607	Regular n/a	Select Go
190 485	190 485	061901	T T	8/21/00 5/29/01		619	Regular n/a	Select Go
190 485	190 485	062701	T T	8/21/00 5/29/01		627	Regular n/a	Select Go

74

EIS User Manual



To view Class details:

1. From the **Menu Navigation Bar**, click **Class**.
2. From the **Class Search** screen, query for a Class.
3. From the **Class List** screen, click on the **Additional Class Information** drop down list box.

**Education Information System**

Logoff

**Class List**  
School Year: 2000

Page: 1 of 1

Sort By: District No, School No Order By: Ascending

Dst Sch	Srvc Dst Sch	Local Class No	Class Type Teach Method	Begin Date End Date	Teacher Name TLN	Course Code	Program Area VEPC	Additional Class Information
190 20	190 20	380101	T	8/16/00 5/29/01		3801	Vocational Education TE	Select Go
190 485	190 485	073501	T	8/21/00 5/29/01		735	Vocational Education TE	Select Go
190 485	190 485	083501	T	8/21/00 5/29/01		835	Vocational Education TE	Select Go

Select  
Class Detail  
Course Detail  
Student List  
Staff List

4. Select **Class Detail**.
5. Click **Go**.

**Education Information System**

Logoff

**Class Details**  
School Year: 2000

Local Class		Course	
No:	322001	No:	3220
Class Type:	T - Traditional	VEPC:	TP
Teaching Method:	T	Category:	
Begin Date:	8/16/00	Classification:	
End Date:	5/29/01		

Primary Location		Service Location	
District:	190 DAVIDSON COUNTY	District:	190 DAVIDSON COUNTY
School:	20 ANTIOCH HIGH	School:	20 ANTIOCH HIGH

Class Period & Duration					
Mon	Tue	Wed	Thu	Fri	Sat
6 - 60	6 - 60	6 - 60	6 - 60	6 - 60	0 - 0

Staff			
Name	TLN	Begin Date	End Date
	234506	8/16/00	



Additional details concerning this class can be accessed via the side navigation menu options.



## **Class Practical Exercises**

### Exercise 1:

Display a Class List for School No. 5 in District No. 2.

### Exercise 2:

Display a Class List for staff member with Last Name of “Gunter”.

### Exercise 3:

Display a Class List for all classes with a VEPC of “VOC - TE”.

*Answers to the Practical Exercises can be found in the Appendix.*

## Course Inquiry

Course inquiry provides the ability to view all information relevant to an individual course that SDE has approved. Course information available includes program area, classification, category, endorsements, and classes associated with a course.

To query Course information:

1. From the **Menu Navigation Bar**, click **Course**.
2. From the **Course Search** screen, enter in the desired Course criteria.

**Education Information System**

**Course Search**

School Year: 2001  
District No: 1  
School No:   
Course Code:   
Course Name:   
Abbreviated Course Name:   
Exclude on Preliminary Report: Any  
VEPC: Any  
Category: Any  
Classification: Any  
Sort By: Course Code  
And By: Select  
Order By: Ascending  
Go

3. Click **Go**.

**Education Information System**

**Course List**  
School Year: 2001

Page: 1 of 2

Sort By: District No, School No  
Order By: Ascending  
Sort By: Select  
Order By: Ascending  
Sort

District No	School No	Course Code	Course Name	Abbrev Name	VEPC	Additional Course Information
1	5	701	Language Arts	Lng Arts	n/a	Select Go
1	5	706	Mathematics	Math	n/a	Select Go
1	5	707	Science	Sci	n/a	Select Go
1	5	708	Health and PE	H.P.E.	n/a	Select Go
1	5	712	Integrated Social Studies	In. So Stuc	n/a	Select Go
1	5	728	Instrumental Music (Band)	I Mus	n/a	Select Go

To view Course information:

1. From the **Menu Navigation Bar**, click **Course**.
2. From the **Course Search** screen, query for a Course.
3. From the **Course List** screen, click on the **Additional Course Information** drop down list box.

District No	School No	Course Code	Course Name	Abbrev Name	VEPC	Additional Course Information
1	5	3809	Diversified Technology II	Tech Ed	TE	Select Go
1	5	9405	Mentally Retarded	Ment Ret	n/a	Select Course Detail Go
1	5	9619	English as Second Language	ESL - Elem	n/a	Select Go
1	5	9685	Homeroom	HRM	n/a	Select Go

4. Select **Course Detail**.
5. Click **Go**.

**Course Details**  
School Year: 2001

**Course Code:** 3809  
**Course Name:** Diversified Technology II  
**Abbreviated Name:** Tech Ed  
**Exclude Prelim Report:** N

**VEPC:** TE  
**Category:** VOC  
**Classification:** TE

**Endorsements:**  
(42, 43), (42, 44), (42, 45), (42, 46), (42, 47), (42, 77), (42, 78), (42, 79), (43, 44), (43, 45), (43, 46), (43, 47), (43, 77), (43, 78), (43, 79), (44, 45), (44, 46), (44, 47), (44, 77), (44, 78), (44, 79), (45, 46), (45, 47), (45, 77), (45, 78), (45, 79), (46, 47), (46, 77), (46, 78), (46, 79), (47, 77), (47, 78), (47, 79), (77, 78), (77, 79), (78, 79), 13, 14, 15, 16, 17, 70, 211, 214, 230, 413, 414, 415, 416, 417, 470



Course Endorsements listed in parentheses represent an AND situation. A staff member must have all of the endorsements in the parentheses. Course endorsements separated by commas represent an OR situation. A staff member may have any endorsement listed between commas.



## Course Practical Exercises

### Exercise 1:

Display a Course List for School No. 5, District 2. Sort the list by Course Name in ascending order.

### Exercise 2:

Display Course Details for Course Code “706”.

### Exercise 3:

Display all courses with the Abbreviated Name of “Sci”.

### Exercise 4:

Display all course with the Category of “VOC”.

*Answers to the Practical Exercises can be found in the Appendix.*

---

## Report Approval Process

Once a District corrects all of the errors and validates the reports, the Director will log on and approve the reports. At that time the approved version of the reports will be assigned a date and version number. If there are any errors or data loaded conditionally that has not been corrected, the Director will not be allowed to approve the reports. An error report will be provided with the outstanding errors.

The reports will be evaluated by SDE only after the Director has approved the reports. If it is necessary for further changes to be made, a new set of reports will be created with a new version and date. If the Director approves these reports, this version will also be held with a date and version number.

Due to multiple reporting periods and the possibility of multiple data versions, a previously approved report could change to an unapproved status. The following example will clarify this possible change.

- Step 1: SDE makes report data available for viewing by District D.
- Step 2: District D approves their report.
- Step 3: Data submitted from District B created conditional errors which changes District D's report.
- Step 4: SDE creates a new District D report with a new report version number.
- Step 5: District D must view a new report and submit extract corrections. Conditional errors will be present at this time.
- Step 6: SDE creates a new District D report that replaces the previous report.
- Step 7: District D approves the corrected version of their report.

## Report Approval

To approve a report:

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** screen, click on **Report Period Approval**.

**Education Information System**

**Logoff**

**District** School Staff Student Class Course

**Report Period Approval**

District: 1 Small County

School Year: 2001 [Requery](#)

Report Period	Report Group	Cal # : Version	Version Date	Approved By	District Approved Date	Status
1	200 Day Acct	1 : 1	6/18/02 10:20:50 AM	n/a	n/a	<input type="checkbox"/> Check Box to Approve

Type your User ID for ID Validation

UserID:

3. In the **Status** column, click on **Check Box to Approve** to select each report for approval.
4. In the **User ID** box, type your user name.

**Education Information System**

**Logoff**

**District** School Staff Student Class Course

**Report Period Approval**

District: 1 Small County

School Year: 2001 [Requery](#)

Report Period	Report Group	Cal # : Version	Version Date	Approved By	District Approved Date	Status
1	200 Day Acct	1 : 1	6/18/02 10:20:50 AM	n/a	n/a	<input checked="" type="checkbox"/> Check Box to Approve


Type your User ID for ID Validation

UserID:

User ID box

Check Box to Approve

5. Click **Submit Report**.



?

District School Staff Student Class Course

Logoff

[District Search](#)  
[Upload Extract File](#)  
[District EIS Contacts](#)  
[Error Reports](#)  
[Block Approval Errors](#)  
[Standard Reports](#)  
**Report Period Approval**

Report Period Approval

District: 1 Small County

School Year: 2001 [Requery](#)

Report Period	Report Group	Cal # : Version	Version Date	Approved By	District Approved Date	Status
1	200 Day Acct	1 : 1	6/18/02 10:20:50 AM	dst1	6/18/02 11:10:37 AM	

Type your User ID for ID Validation  
UserID:

Approved By

Approved Date & Time



The approval name and the date and time approved are recorded for the report that has been selected.



---

## Standard Report Objectives



Accessing District Level Reports



Accessing School Level Reports



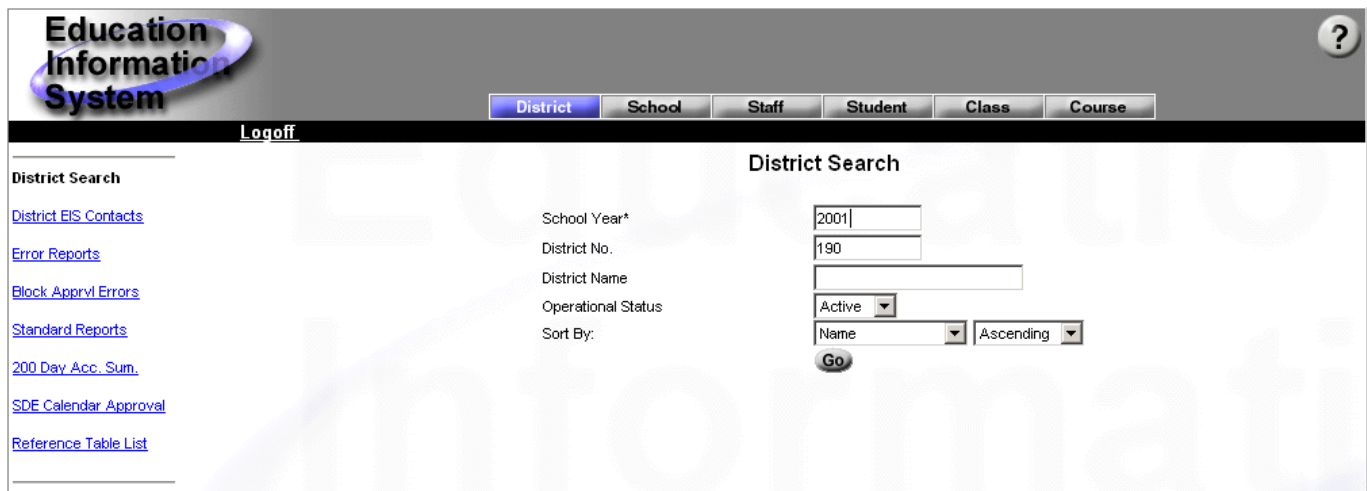
## Standard Reports

A variety of reports are available with EIS. A District or School will have access to their individual reports for viewing and exporting.

## Accessing District Reports

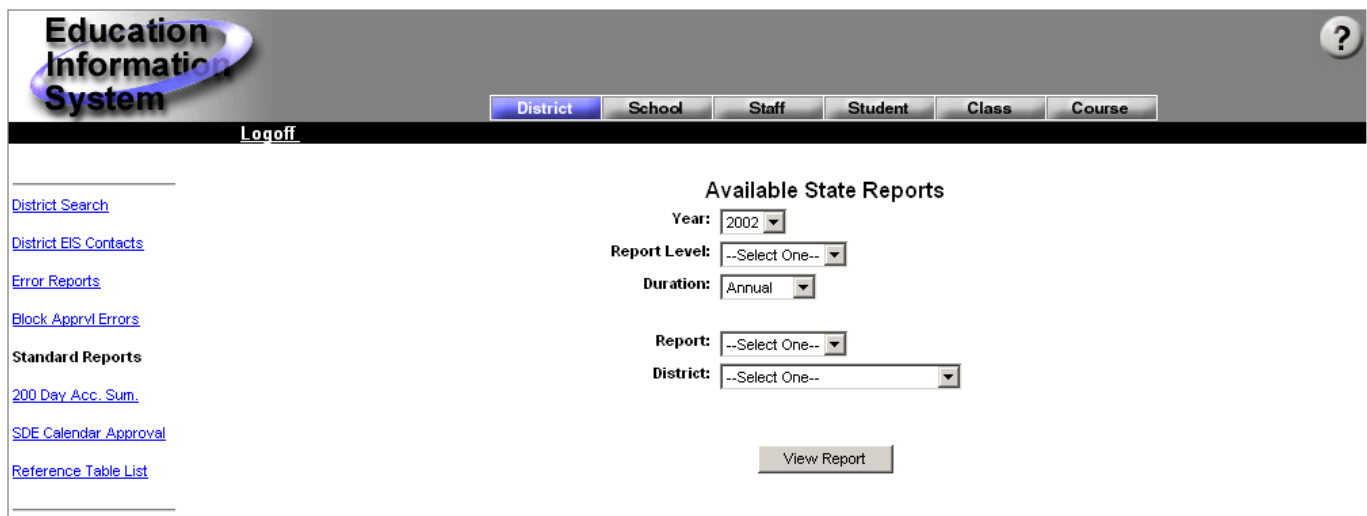
To access a district report:

1. From the Menu Navigation Bar, click District.



The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with buttons for 'District', 'School', 'Staff', 'Student', 'Class', and 'Course'. Below this is a 'Logoff' link. The main content area is titled 'District Search'. On the left, there is a sidebar with links: 'District Search', 'District EIS Contacts', 'Error Reports', 'Block Approval Errors', 'Standard Reports', '200 Day Acc. Sum.', 'SDE Calendar Approval', and 'Reference Table List'. The 'Standard Reports' link is highlighted. The main search area contains the following fields: 'School Year\*' (with a dropdown menu showing '2001'), 'District No.' (with a text input field containing '190'), 'District Name' (with a text input field), 'Operational Status' (with a dropdown menu showing 'Active'), and 'Sort By:' (with a dropdown menu showing 'Name' and a secondary dropdown showing 'Ascending'). A 'Go' button is located at the bottom of the search fields.

2. From the **District Search** screen, click **Standard Reports**.



The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with buttons for 'District', 'School', 'Staff', 'Student', 'Class', and 'Course'. Below this is a 'Logoff' link. The main content area is titled 'Available State Reports'. On the left, there is a sidebar with links: 'District Search', 'District EIS Contacts', 'Error Reports', 'Block Approval Errors', 'Standard Reports', '200 Day Acc. Sum.', 'SDE Calendar Approval', and 'Reference Table List'. The 'Standard Reports' link is highlighted. The main report area contains the following fields: 'Year:' (with a dropdown menu showing '2002'), 'Report Level:' (with a dropdown menu showing '--Select One--'), 'Duration:' (with a dropdown menu showing 'Annual'), 'Report:' (with a dropdown menu showing '--Select One--'), and 'District:' (with a dropdown menu showing '--Select One--'). A 'View Report' button is located at the bottom of the report fields.

3. From the **Available State Reports** screen, select the **Report Level**, “District.”

Year

Report Level

Duration

Reports

District

4. From the **Available State Reports** screen, select the desired options from the drop down list boxes.

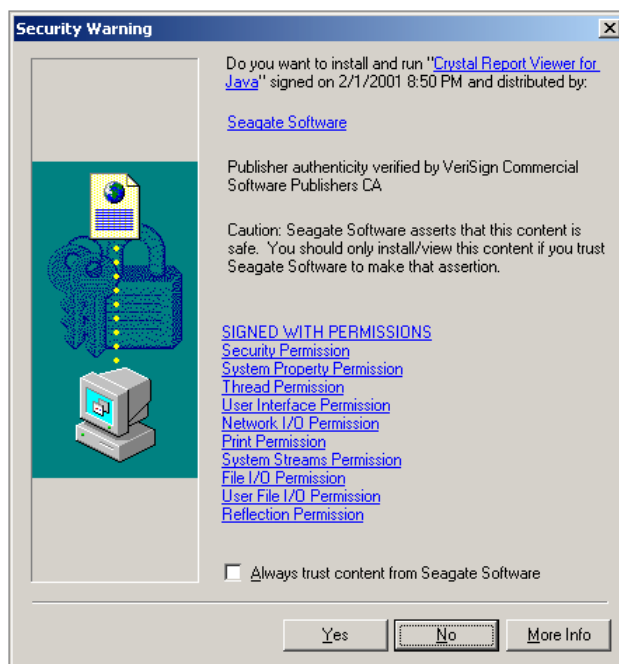
5. Click **View Report**.



An example of the output received from each selection is listed on the subsequent pages.



If you receive a Security Warning as in the example below, you must click **Yes** to proceed.





## Vocational FTEADM – District – Annually Example

[Select Another Report](#)

1 of 1 100%

Preview

**DIRECTOR'S ANNUAL  
VOCATIONAL CLASS FULL TIME EQUIVALENT AVERAGE DAILY MEMBERSHIP**

District: 190 DAVIDSON COUNTY School Year: 2001  
Name of District(s) Receiving Service: none

CLASSIFICATION	(1) Grd 'N' Special Ed. Option 7,8,9 FTEADM	(2) Grades 7-8 FTEADM	(3) Grade 9 FTEADM	(4) Grades 10-12 FTEADM	(5) Gross FTEADM Sum Col 1-4	(6) +/- Other FTEADM (note 2&3)	(7) Net FTEADM Col 5 (+/-) Col 6
Agriculture (10 Months)	0.0000	0.0000	21.0981	91.7944	112.8925	0.0000	112.8925
Family and Consumer Science	0.0000	100.8276	128.0445	275.2957	504.1678	0.0000	504.1678
Family and Consumer Science Occupational	0.0000	0.0000	25.4747	87.6051	113.0798	0.0000	113.0798
Health Science and Technology	0.0000	0.0000	21.6765	69.1777	90.8542	0.0000	90.8542
Trade and Industrial	0.0000	0.1282	216.2477	625.5355	841.9114	0.0000	841.9114
Technology Education	0.0000	56.0795	67.1319	23.8066	147.0180	0.0000	147.0180

## Membership Summary – District – by Period Example

[Select Another Report](#)

1 of 1+ 100%

Preview

**End of Month Membership**

District: 190 DAVIDSON COUNTY School Year: 2001 Report Period: 1

	K	01	02	03	04	05	06	07	08	09	10	11	12	N	Total
<b>Male</b>															
White	1244	1250	1172	1202	1201	1156	1150	1032	1097	1201	900	795	711	378	14,489
Black	1187	1187	1247	1284	1205	1175	1198	1167	985	1247	927	674	603	646	14,732
Hispanic	261	245	189	180	162	177	141	139	134	160	95	60	56	17	2,016
Asian	74	94	84	71	88	80	86	68	74	109	66	79	95	4	1,072
Amer. Indian	4	8	7	6	3	4	7	6	2	4	6	7	6	2	72
Pacific Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	2,770	2,784	2,699	2,743	2,659	2,592	2,582	2,412	2,292	2,721	1,994	1,615	1,471	1,047	32,381
<b>Female</b>															
White	1164	1150	1086	1190	1127	1097	1067	983	975	1115	890	838	781	165	13,648
Black	1161	1226	1158	1236	1241	1222	1193	1130	1027	1323	953	774	740	281	14,665
Hispanic	243	238	228	177	165	153	125	108	97	155	81	63	32	13	1,878
Asian	84	96	86	85	72	59	69	84	83	103	90	69	92	3	1,075

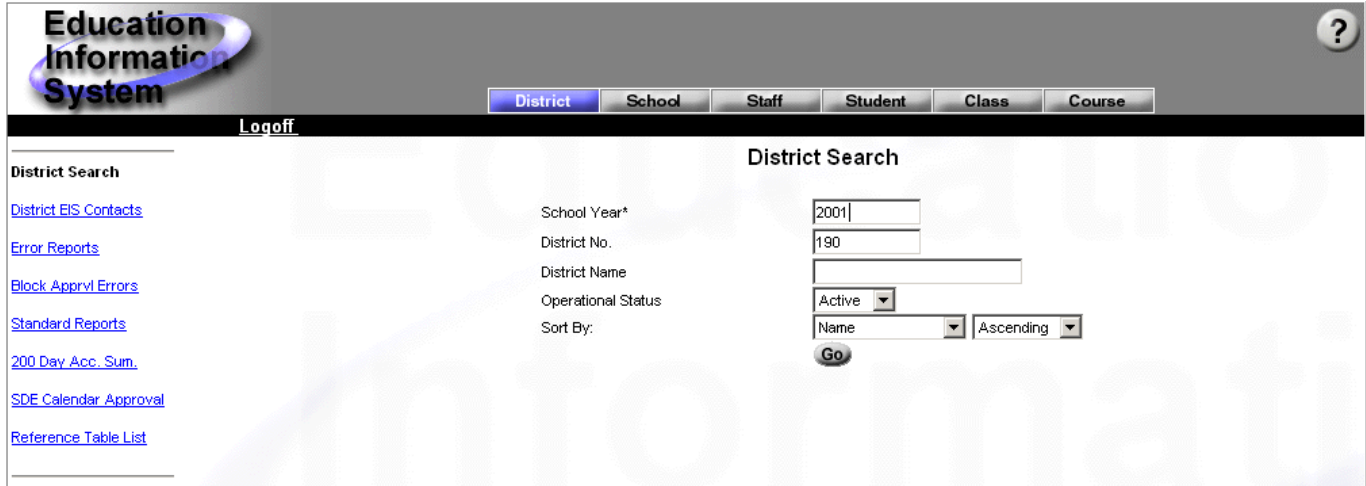


For a definition of all Standard Reports, visit <http://www.state.tn.us/education/eis/eisreports.htm>.

## Accessing School Reports

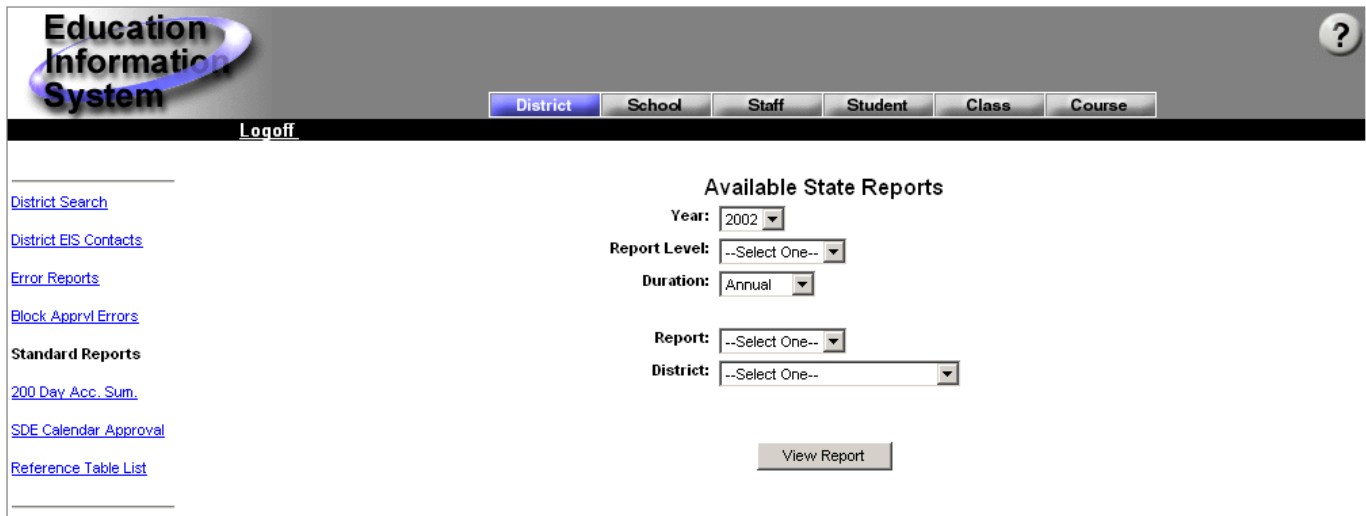
To access a school report:

1. From the Menu Navigation Bar, click District.



The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with buttons for 'District', 'School', 'Staff', 'Student', 'Class', and 'Course'. The 'District' button is highlighted. Below the navigation bar is a 'Logoff' link. The main content area is titled 'District Search'. On the left, there is a list of links: 'District Search', 'District EIS Contacts', 'Error Reports', 'Block Apprvl Errors', 'Standard Reports', '200 Day Acc. Sum.', 'SDE Calendar Approval', and 'Reference Table List'. The 'Standard Reports' link is highlighted. On the right, there is a search form with the following fields: 'School Year\*' (with a dropdown menu showing '2001'), 'District No.' (with a text input field containing '190'), 'District Name' (with a text input field), 'Operational Status' (with a dropdown menu showing 'Active'), and 'Sort By:' (with a dropdown menu showing 'Name' and a secondary dropdown showing 'Ascending'). There is a 'Go' button at the bottom of the search form.

2. From the **District Search** screen, click **Standard Reports**.



The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with buttons for 'District', 'School', 'Staff', 'Student', 'Class', and 'Course'. The 'District' button is highlighted. Below the navigation bar is a 'Logoff' link. The main content area is titled 'Available State Reports'. On the left, there is a list of links: 'District Search', 'District EIS Contacts', 'Error Reports', 'Block Apprvl Errors', 'Standard Reports', '200 Day Acc. Sum.', 'SDE Calendar Approval', and 'Reference Table List'. The 'Standard Reports' link is highlighted. On the right, there is a form with the following fields: 'Year:' (with a dropdown menu showing '2002'), 'Report Level:' (with a dropdown menu showing '--Select One--'), 'Duration:' (with a dropdown menu showing 'Annual'), 'Report:' (with a dropdown menu showing '--Select One--'), and 'District:' (with a dropdown menu showing '--Select One--'). There is a 'View Report' button at the bottom of the form.

- From the **Available State Reports** screen, select the **Report Level**, “School.”

The screenshot shows the 'Available State Reports' interface. At the top, there is a navigation bar with tabs: District (highlighted), School, Staff, Student, Class, and Course. Below this is a 'Logoff' link. On the left side, there is a sidebar with links: District Search, District EIS Contacts, Error Reports, Block Approval Errors, Standard Reports, 200 Day Acc. Sum., SDE Calendar Approval, and Reference Table List. The main content area is titled 'Available State Reports' and contains several dropdown menus: Year (set to 2001), Report Level (set to School), Duration (set to Annual), Report (set to --Select One--), District (set to Davidson County (190)), and School (set to --All Schools--). A 'View Report' button is located below these fields. Annotations with arrows point to specific elements: 'Year' points to the Year dropdown; 'Report Level' points to the Report Level dropdown; 'Duration' points to the Duration dropdown; 'Reports' points to the main content area; 'District' points to the District dropdown; and 'Schools' points to the School dropdown.

- From the **Available State Reports** screen, select the desired options from the drop down list boxes.
- Click **View Report**.



An example of the output received from each selection is listed on the subsequent pages.



## Director's Membership/Attendance – School – Annually Example

[Select Another Report](#)

1 of 1+ 100%

Preview

7/8/02

**Director's Annual Membership Attendance Report**

District: 190 DAVIDSON COUNTY School Year: 2001 Begin Date: 8/16/01 to End Date: 5/24/02

School: 5 ALEX GREEN ELEM

Grade	Male	Net Enrollment Female	Total	Membership	ADA	ADM
K	19	24	43	54	49.0000	49.0000
01	23	29	52	66	50.0000	50.0000
02	29	31	60	66	67.0000	67.0000
03	33	18	51	60	54.0000	54.0000
04	40	39	79	85	79.0000	79.0000
05	0	0	0	0	0.0000	0.0000
06	0	0	0	0	0.0000	0.0000
07	0	0	0	0	0.0000	0.0000
08	0	0	0	0	0.0000	0.0000
09	0	0	0	0	0.0000	0.0000
10	0	0	0	0	0.0000	0.0000
11	0	0	0	0	0.0000	0.0000
12	0	0	0	0	0.0000	0.0000
<b>Total K-12</b>	<b>144</b>	<b>141</b>	<b>285</b>	<b>331</b>	<b>299.0000</b>	<b>299.0000</b>
N	2	0	2	6	23.0000	23.0000
<b>Total K-12, N</b>	<b>146</b>	<b>141</b>	<b>287</b>	<b>337</b>	<b>322.0000</b>	<b>322.0000</b>

District: 190 DAVIDSON COUNTY School Year: 2001 Begin Date: 8/16/01 to End Date: 5/24/02

School: 10 AMQUI ELEM

Grade	Male	Net Enrollment Female	Total	Membership	ADA	ADM
K	48	29	77	83	0.0000	0.0000
01	49	51	100	108	0.0000	0.0000
02	38	40	78	82	0.0000	0.0000
03	41	42	83	91	0.0000	0.0000
04	41	32	73	89	0.0000	0.0000
05	0	0	0	0	0.0000	0.0000
06	0	0	0	0	0.0000	0.0000

## Net Enrollment – School – Annually Example

[Select Another Report](#)

1 of 1+ 100%

Preview

**Annual Net Enrollment**

District: 190 DAVIDSON COUNTY School: 5 ALEX GREEN ELEM School Year: 2001

	K	01	02	03	04	05	06	07	08	09	10	11	12	N	Total
<b>Female</b>															
White	2	4	4	1	4	0	0	0	0	0	0	0	0	0	
Black	21	24	27	17	35	0	0	0	0	0	0	0	0		
Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Asian	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Amer. Indian	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Pacific Islands	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Total</b>	<b>24</b>	<b>29</b>	<b>31</b>	<b>18</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Male</b>															
White	5	1	6	2	4	0	0	0	0	0	0	0	0	0	
Black	14	22	23	31	36	0	0	0	0	0	0	0	0	2	
Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Asian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

## Roster of Graduates – School – Annually Example

[Select Another Report](#)

1 of 1+     100%

Preview

### ROSTER OF GRADUATES

Of Tennessee High Schools  
School Year

**District:** \_\_\_\_\_ **Graduation Period:** \_\_\_\_\_  
**School:** \_\_\_\_\_

## Vocational FTEADM – School – Annually Example

[Select Another Report](#)

1 of 1+     100%

Preview

DIRECTOR'S ANNUAL  
VOCATIONAL CLASS FULL TIME EQUIVALENT AVERAGE DAILY MEMBERSHIP

District: 190 DAVIDSON COUNTY School Year: 2001  
 School: 20 ANTIOCH HIGH  
 Name of District(s) Receiving Service: none

CLASSIFICATION	(1) Grd 'N' Special Ed. Option 7,8,9 FTEADM	(2) Grades 7-8 FTEADM	(3) Grade 9 FTEADM	(4) Grades 10-12 FTEADM	(5) Gross FTEADM Sum Col 1-4	(6) +/- Other FTEADM (note 2&3)	(7) Net FTEADM Col 5 (+/-) Col 6
Agriculture (10 Months)	0.0000	0.0000	12.3015	42.7095	55.0110	0.0000	55.0110
Family and Consumer Science	0.0000	0.0000	26.8254	76.1619	102.9873	0.0000	102.9873
Health Science and Technology	0.0000	0.0000	9.0610	19.5267	28.5877	0.0000	28.5877
Trade and Industrial	0.0000	0.0000	0.6476	61.3931	62.0407	0.0000	62.0407
Vocational Office Education	0.0000	0.0000	76.0984	71.4892	147.5876	0.0000	147.5876
Marketing Education	0.0000	0.0000	0.0000	11.1625	11.1625	0.0000	11.1625
<b>Total Vocational by Classification</b>	0.0000	0.0000	124.9339	282.4429	407.3768	0.0000	407.3768

## ADT – School – by Period Example

[Select Another Report](#)

1 of 1+ 100%

Preview

### Superintendent's Transportation ADT Report

School Year: 2001      Report Period: 1  
 District: 190      DAVIDSON COUNTY  
 School: 5      ALEX GREEN ELEM

	Bus Enrollment YTD			Bus Enrollment For Period			Bus Enrollment 1.5 Mile or Greater for Period			Attendance for Transportation			ADT
	AM	PM	Tot.	AM	PM	Tot.	AM	PM	Tot.	AM	PM	Tot.	
00000	5.0	7.0	12.0	5.0	7.0	12.0	5.0	7.0	12.0	86.0	126.0	212.0	10.60
09603	7.5	7.5	15.0	7.5	7.5	15.0	7.5	7.5	15.0	118.5	118.5	237.0	11.84
09605	9.0	9.0	18.0	9.0	9.0	18.0	9.0	9.0	18.0	156.0	156.0	312.0	15.60
09714	10.5	9.5	20.0	10.5	9.5	20.0	10.5	9.5	20.0	157.0	157.0	314.0	15.70
09714S	0.5	0.5	1.0	0.5	0.5	1.0	0.5	0.5	1.0	0.0	0.0	0.0	0.00
09717	13.5	12.5	26.0	13.5	12.5	26.0	13.5	12.5	26.0	245.0	225.0	470.0	23.50
09734	7.0	7.5	14.5	7.0	7.5	14.5	7.0	7.5	14.5	124.5	134.5	259.0	12.94
09773	4.5	4.5	9.0	4.5	4.5	9.0	4.5	4.5	9.0	88.0	88.0	176.0	8.80
09816	10.0	10.0	20.0	10.0	10.0	20.0	10.0	10.0	20.0	174.0	174.0	348.0	17.40
99992	1.0	1.0	2.0	1.0	1.0	2.0	1.0	1.0	2.0	3.5	3.5	7.0	0.34
	68.5	69.0	137.5	68.5	69.0	137.5	68.5	69.0	137.5	1,152.5	1,182.5	2,335.0	116.72

## Membership Summary – School – by Period Example

[Select Another Report](#)

1 of 1+ 100%

Preview

### End of Month Membership

District: 190 DAVIDSON COUNTY      School: 5 ALEX GREEN ELEM      School Year: 2001      Report Period: 1

	K	01	02	03	04	05	06	07	08	09	10	11	12	N	Total
<b>Male</b>															
White	5	2	7	2	5	0	0	0	0	0	0	0	0	1	22
Black	21	30	25	38	37	0	0	0	0	0	0	0	0	4	155
Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Amer. Indian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pacific Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	26	32	32	40	42	0	0	0	0	0	0	0	0	5	177
<b>Female</b>															
White	2	3	4	1	5	0	0	0	0	0	0	0	0	0	15
Black	24	32	31	21	41	0	0	0	0	0	0	0	0		149
Hispanic	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Asian	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1

## Deficiency Report – School – by Semester Example

[Select Another Report](#)

1 of 1+ 100%

Preview

---

**LICENSE/ENDORSEMENT AND  
BASIC DEFICIENCIES**

School Year: 2001      District: 190 - Davidson County  
Semester: FALL      School: 5 - Alex Green Elementary

---

**Name:** FAVORITE, TRACY R      **License No.** 297868576      **SSN:** 297868576

Teacher License Information from Licensure file:

License Type:    Expiration:    Endorsements:  
22                      2005                      429

**Deficiency Message(s):**

-STAFF MEMBER NOT ENDORSED FOR COURSE      End: 2, 402, 403, 497  
Course: 45      Computer Technology (Self-Contained)  
Local class no: 2054

## Preliminary School Report – School – by Semester Example

[Select Another Report](#)

1 of 1+ 100%

Preview

---

**Preliminary School Report - Grades PK - 12**

07/08/2002

---

School Year: 2001      Semester: FALL  
District Number: 190      District Name: Davidson County  
School Number: 5      School Name: Alex Green Elementary

An "\*" in column "OUT OF COMPLIANCE" indicates item is not compliant based on data submitted

GRADE LEVEL GROUP	TOTAL NO CLASSES	GRADE LEVEL AVG	SCHOOL GRADE LEVEL GROUP AVG	MAX CLASS SIZES	OUT OF COMPLIANCE
K-3, T1-T3	15	20	16.33	25	
4-6, T4-T6	4	25	21.75	30	
7-12, T7-T8, except VE					
Vocational Education					
Special Ed (Grade N)		n/a		n/a	
Pre-Kindergarten				n/a	
<b>Total</b>	19	n/a	n/a	n/a	n/a

## Preliminary Staff Report – School – by Semester Example

1

of 1+

100%

Select Another Report

Preview

**PRELIMINARY STAFF REPORT**

School Year: 2001

Report Date: 7/8/02

School Term: Fall

District No.: 190

School No.: 5

District Name: Davidson County

School Name: Alex Green Elementary

District Approval By: \_\_\_\_\_

District Approval Date: \_\_\_\_\_

Staff Assignments	Full Time	Part Time
A. Supervising Principals	0	0
B. Teaching Principals	0	0
C. Assistant Principals	0	0
D. Classroom Teachers**	27	1
Total Professional Staff	27	1
E. University Teachers	0	0
Grand Total	27	1

\*\* Includes guidance, librarian, and special needs teachers

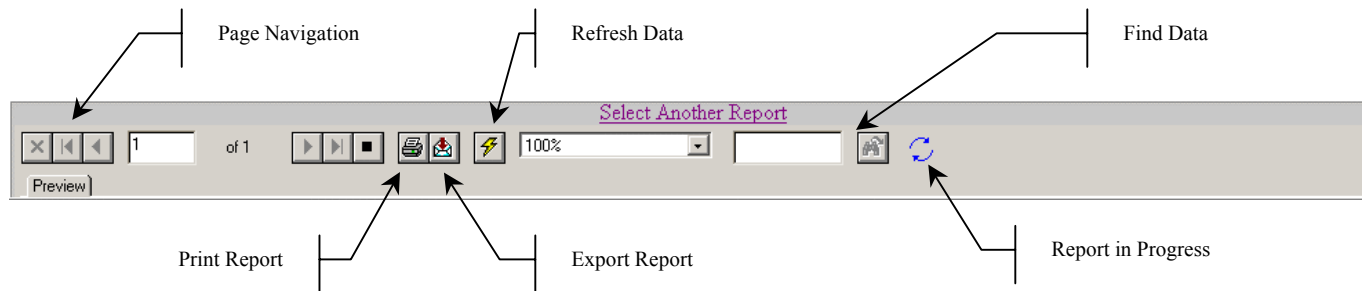
Name	License No.	SSN	SDE Course	Grand-Father Course Code	Year	Local Class No.	# of Students
ARRINGTON, DOTTIE J	502945	433827413	200			2062	16
BOWLING, AVA M	409110022	409110022	300			2065	16
BROWN, ROSIE M	587341345	587341345	9411			2099	0



For a definition of all Standard Reports, visit <http://www.state.tn.us/education/eis/eisreports.htm>.

## Standard Reports Crystal Functions

Standard Reports may be printed or exported from the Crystal Report Viewer.

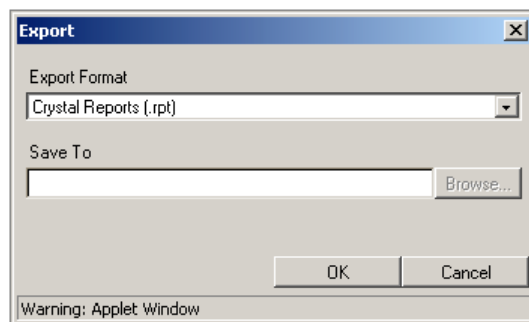


To print a standard report:

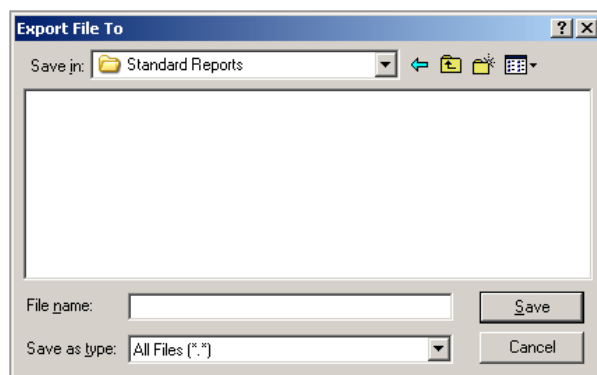
1. From the Crystal Report **Option Bar**, click the **Print Report Icon**.

To export a standard report:

1. From the Crystal Report **Option Bar**, click the **Export Report Icon**.
2. From the **Export** dialog box, click on **Browse**.



3. Click **Ok**.
4. To save the file, navigate to the desired folder and type in a file name.



5. Click **Save**.

---

## Getting Help Objectives



Access Online Help



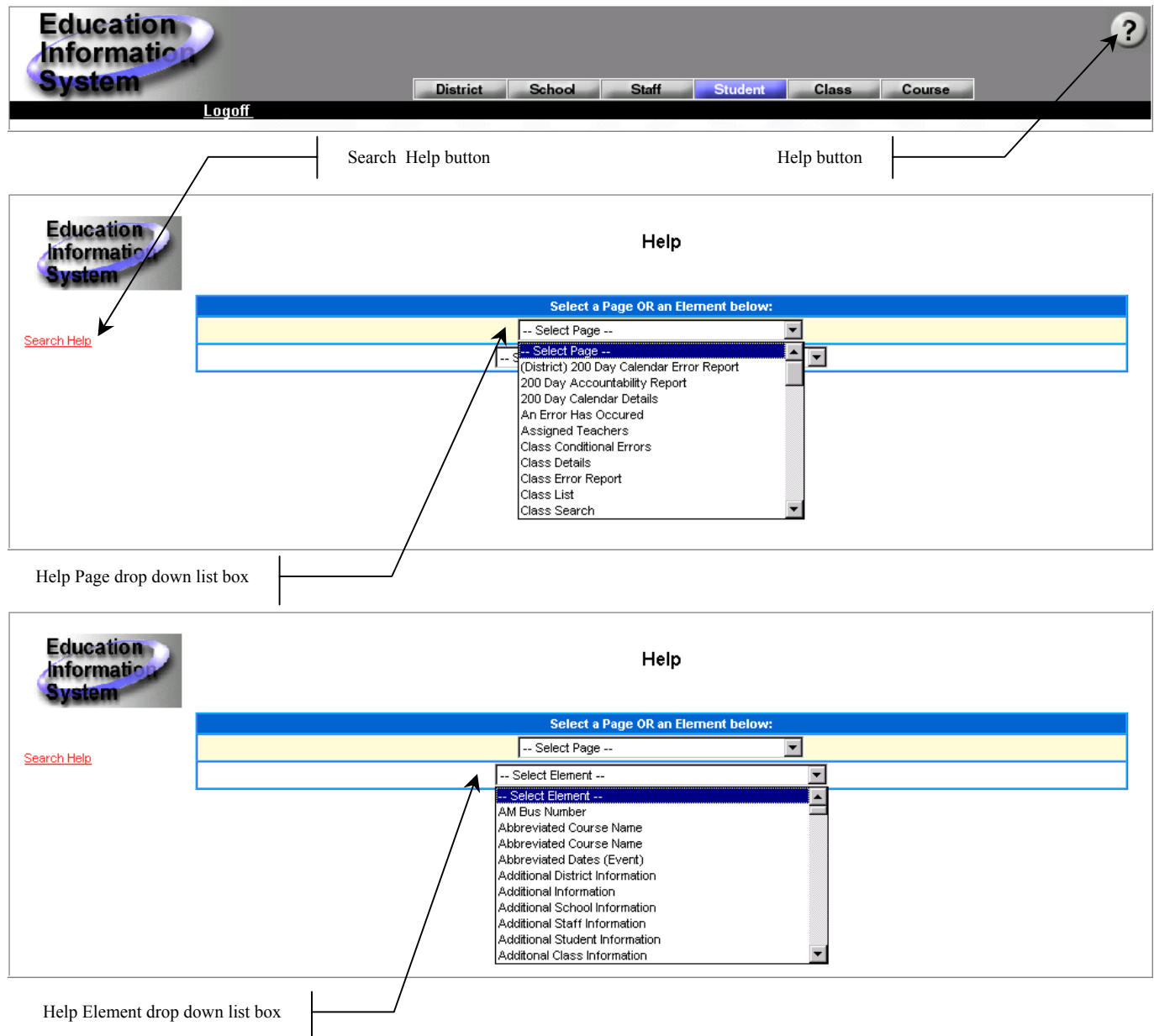
Receive Product Support





## Access Online Help

Online help is available from any screen within EIS. The Help feature is context sensitive. For example, if Help is accessed on the District screen, the Help screen will display all help information for District element names and a description. The Search Index provides the capability of searching individual pages or elements.



To access online help:

1. From any screen, click on the Help button. The Help screen will display all information for the current screen.
6. To select a new Help screen, click on the Search Help button and select an item from **Page** or **Element**.
7. When finished with the Help screen, close the browser window.



## Help Practical Exercises

### Exercise 1:

Find and display the Help information for Staff Assignments.

### Exercise 2:

Find and display the Help information for the Staff Licensure Details.

### Exercise 3:

Find and display the Help information for Student Details.

*Answers to the Practical Exercises can be found in the Appendix.*

---

## Product Support

For technical assistance, please contact the EIS Help Desk.

Address		Phone	
State of Tennessee Department of Education Andrew Johnson Tower Attn: EIS Help Desk, 7 <sup>th</sup> floor Nashville, TN 37243-0375		615-532-6215 1-800-495-4154 <i>toll free</i>	
Email			
<a href="mailto:eishelp@mail.state.tn.us">eishelp@mail.state.tn.us</a>			
Support Hours			
Monday – Friday 8:00 – 5:00 CST			
Fax			
615-532-5303			
Web Sites			
EIS Website <a href="http://www.eis.state.tn.us">http://www.eis.state.tn.us</a>		EIS Training Website <a href="https://www.eis.state.tn.us/training">https://www.eis.state.tn.us/training</a>  User ID: <b>dst1</b> Password: <b>watermelon</b> or User ID: <b>dst2</b> Password: <b>watermelon</b>	
EIS Manual & Training Information Website District EIS Contacts, Error Messages, Pilot Timeline, & Listserv Instructions <a href="http://www.state.tn.us/education/sm_menu.htm">http://www.state.tn.us/education/sm_menu.htm</a>		Tennessee School Directory Website <a href="http://www.k-12.state.tn.us/SDE/">http://www.k-12.state.tn.us/SDE/</a>	
Minimum Browsers Supported: IE 4.01 SP2 and Netscape 4.08 Best Screen Views: 800x600 or 1024x768			





---

## Personnel and Security Access

### Personnel Access

Both District & Local School personnel with an EIS Login ID can access:

- Teacher licensure / Endorsement information
- Student Enrollment Information

District personnel can:

- Access all respective District information
- Upload District / School information
- View, print, or download District/School reports
- View District Level Error Reports
- Approve District reports

School personnel can:

- Access all respective School information
- View, print, or download School reports
- Download local school data
- View School Level Error Reports

### Security Information

- Each person accessing EIS must use a login ID & password
- Individual schools & districts will only be able to view their respective information
- All information contained within EIS should be regarded as personal & confidential and treated as such
- No public access will be available to information contained within EIS